



Certificate of Attendance and Participation in State Assessments

When submitting a Missing Test issue, a copy of the seating chart that includes the student must be submitted with the issue. If a seating chart was not required for the situation in which the student tested (i.e. one-on-one testing), then this Certificate of Attendance and Participation can be used to verify the student was tested.

I certify that the following student was in attendance and did participate in following state assessment.

Student Name: _____ UIC: _____

District: _____ District Code: _____

School: _____ School Code: _____

Grade: _____

Test Type

- ☐ WIDA ACCESS
- ☐ M-STEP
- ☐ MI-Access
- ☐ PSAT 8/9
- ☐ PSAT 10
- ☐ SAT
- ☐ WorkKeys

Content Area

- ☐ ELA
- ☐ Mathematics
- ☐ Science
- ☐ Social Studies
- ☐ Expressing Ideas
- ☐ Accessing Print

Building Principal's Signature

Test Administrator's Signature

Building Principal's Printed Name

Test Administrator's Printed Name

Building Principal's Contact Phone Number

Test Administrator's Contact Phone Number